

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**June 14, 2004**

**Aldermen Smith, Guinta,  
Osborne, Shea, Thibault**

**5:00 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Report from Solicitor's Office relative to State Statutes regarding fair debt collection practices and why the City cannot list the names of individuals who owe money to the City.  
**Gentlemen, what is your pleasure?**
4. Report of the Committee on CIP recommending that a policy for Fleet Management/Motorized Equipment be approved.  
(*Note: referred to Committee by the Board on 04/20/2004*).  
**Gentlemen, what is your pleasure?**
5. Communication from Guy Beloin, Financial Analyst II, submitting the City's Monthly Financial Statements for the eleven months ended May 31, 2004.  
**Gentlemen, what is your pleasure?**
6. Communication from Sharon Wickens, Financial Analyst II, submitting reports as follows:
  - a) department legend;
  - b) open invoice report over 90 days by fund;
  - c) open invoice report all invoices for interdepartmental billings only;
  - d) open invoice report all invoices due from the School Dept. only;
  - e) listing of invoices submitted to City Solicitor for legal determination; and
  - f) accounts receivable summary.**Gentlemen, what is your pleasure?**

7. Communication from Sharon Wickens, Financial Analyst II, submitting the 4<sup>th</sup> quarter FY2004 write-off list for the Accounts Receivable module.  
**Gentlemen, what is your pleasure?**
8. If there is no further business, a motion is in order to adjourn.